

**Virginia Department of Social Services
Division of Licensing Programs**

Publication Order Form

Revised 4/12

The documents below (except Adult Training Manuals) can be found on the Department of Social Services' public website: <http://www.dss.virginia.gov/>
Technical Assistance (TA) documents are updated periodically. The most current TA documents can also be found on the Department of Social Services' public website listed above.

Publication	Quantity	Cost	Total Cost
All Programs – Regulations and Technical Assistance			
General Procedures and Information for Licensure		\$ 5.00	
Technical Assistance for General Procedures and Information for Licensure		\$ 5.00	
Adult Programs – Regulations and Technical Assistance			
Standards and Regulations for Licensed Adult Day Care Centers		\$ 5.00	
Technical Assistance for Standards and Regulations for Licensed Adult Day Care Centers		\$ 5.00	
Standards for Licensed Assisted Living Facilities		\$ 8.00	
Technical Assistance for Standards for Licensed Assisted Living Facilities		\$ 5.00	
Regulation for Background Checks for Assisted Living Facilities and Adult Day Care Centers		\$ 5.00	
Technical Assistance for Regulation for Background Checks for Assisted Living Facilities and Adult Day Care Centers		\$ 5.00	
Adult Training Manuals			
Training Manual – Assisted Living Facility Direct Care Staff Training		\$ 25.00	
Direct Care Staff Study Guide (for use with the Assisted Living Facility Direct Care Staff Training Manual		\$ 5.00	
Training Manual – Special Care for Special Persons: Basic Skill Building for Caregivers of People with Cognitive Impairment		\$ 25.00	
Children's Programs			
Standards for Licensed Child Day Centers		\$ 8.00	
Technical Assistance for Standards for Licensed Child Day Centers		\$ 5.00	
Background Checks for Licensed Child Day Centers Applicable to licensed child day centers ONLY		\$ 5.00	
Technical Assistance for Background Checks for Licensed Child Day Centers and Background Checks for Child Welfare Agencies		\$ 5.00	
Standards for Licensed Family Day Homes with Interpretation Guidelines		\$ 8.00	
Licensed Family Day Homes' Forms Packet		\$ 5.00	
Standards for Licensed Private Child-Placing Agencies with Interpretation Guidelines		\$ 8.00	
Standards for Licensed Children's Residential Facilities		\$ 8.00	
Voluntary Registration of Family Day Homes Requirements for Providers		\$ 5.00	
Technical Assistance for Voluntary Registration of Family Day Homes Requirements for Providers		\$ 5.00	
Background Checks for Child Welfare Agencies Applicable to children's programs EXCEPT licensed child day centers		\$ 5.00	
Information for Religiously Exempt Child Day Centers		\$ 8.00	

Total Amount Enclosed: _____

Mail ordered material to:

Name: _____

Street Address or P.O. Box: _____

City: _____ State: _____ Zip Code: _____

Phone Number (including area code): _____

Make check or money order payable to: **Treasurer of Virginia**

Do not send cash. (A fee of \$25.00 will be charged for any check returned due to insufficient funds.)

Mail this form with payment to:

Virginia Department of Social Services

Division of Licensing Programs

801 East Main Street, 9th Floor

Richmond, Virginia 23219-2901

Attn: Licensing Fiscal Technician

032-05-0512-08-eng (04/12)

Office Use Only Date Received: / / Date Shipped: / /
